

MEETING REGISTRATION FORM

2023 FBI CJIS Division Information Sharing Event: Connecting Indian Country
August 1-2, 2023

Registration Deadline: **June 30, 2023**

Email to: cjistribaloutreach@fbi.gov

Please make all changes/cancellations through Ms. Kristi Naternicola, (304) 625-4701 or Jill Grant, (304) 625-5494.

Name (preferred for Name Badge): _____

Please check applicable box:

- Tribal
- State
- Federal

Agency: _____

Cell number: _____

E-mail: _____

Arrival Date: _____ Departure Date: _____

Name Tag: _____

Fill this portion out only if you are being reimbursed by the FBI.

TRAVEL REQUEST FORM

2023 FBI CJIS Division Information Sharing Event: Connecting Indian Country

August 1-2, 2023

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FULL LEGAL NAME: _____

*If flying, provide exact name as it appears on the photo ID (such as your: State ID Card, Driver's License, Passport or other government issued identification documents) that you will present to TSA personnel at the airport. * Note: **TSA is now requiring an ID with an expiration date.**

1. I will drive my personal vehicle to the meeting. My approximate round-trip mileage is _____.

2. I will drive my personal vehicle to the airport. My approximate round-trip mileage is _____.

PLEASE NOTE: *If you will claim more than 99 miles of mileage, to the airport or the meeting, you are now required to submit a Google Map screenshot, including your travel route, **with your registration and travel request form.** Failure to do so may delay your reimbursement.*

3. I will drive an agency vehicle.

4. I will attend but **require no travel arrangements.** (Please state how you will be arriving)

5. I will attend but **will need to sign a waiver form to purchase my own ticket.** **PLEASE NOTE: if the meeting is cancelled or you are unable to attend for any reason, the ticket cost will not be reimbursed.**

6. I will attend and request you make the following travel arrangements:

NOTE: *If you are driving a personal vehicle to the airport complete line 2.*

| | |
|---|--|
| GENDER: Female Male | PREFERRED SEATING: Aisle Window |
| DATE OF BIRTH: _____ (MM/DD/YYYY) | Mobile Number: _____ |
| KNOWN TRAVELER NUMBER (KTN)(Not required): | |

To: Miami, FL (MIA)

| | | | |
|---------------------------|--|-------------------|----------------------------|
| DATE: | | | POINT OF DEPARTURE: |
| Preferred Departure Time: | | Before 9 a.m. | |
| | | 9 a.m. to 12 p.m. | |
| | | 12-5 p.m. | |
| | | After 5 p.m. | |

From: Miami, FL (MIA)

| | | | |
|---------------------------|--|-------------------|--------------------------|
| DATE: | | | POINT OF ARRIVAL: |
| Preferred Departure Time: | | Before 9 a.m. | |
| | | 9 a.m. to 12 p.m. | |
| | | 12-5 p.m. | |

| | | | |
|--|--|--------------|--|
| | | After 5 p.m. | |
|--|--|--------------|--|

NOTE: All airline tickets are issued electronically. No paper tickets will be issued.

FBI TRAVEL REIMBURSEMENT POLICY

U.S. Government-Issued Airline Tickets

The U.S. Government enters into contracts with the commercial airlines to provide transportation for individuals traveling on U.S. Government business. These government-rate airline tickets are available between most cities. In some instances, more than one carrier will enter into a contract with the U.S. Government to provide transportation between two cities or city-pairs. To reduce the overall cost of meetings to the U.S. Government, the FBI purchases these refundable government rate airline tickets for travel to all CJIS-sponsored meetings. Effective 01/01/2000, airline tickets for reservations made through Carlson WagonLit Travel will be issued through Electronic Ticketing. Paper tickets will only be issued for travel where E-Ticketing is not available.

Changes to FBI-Purchased Airline Tickets

Should you wish to change flights; the FBI will make these changes as long as there is no additional expense incurred by the Government. If a flight change results in additional expense, the change can be made only if the traveler wishes to assume responsibility for the payment of the additional expense. This additional expense will not be reimbursed by the FBI.

Driving a Government-Owned or Company-Owned Vehicle

If you wish to use a government or a corporate vehicle to travel to the meeting, the FBI will not reimburse fuel or mileage expenses, with one exception. If your agency/company policy requires you to purchase fuel for the vehicle, the FBI can reimburse your fuel expenses. In this case you must provide both receipts for the purchased fuel and a copy of your agency's/company's policy stating that the individual driving the vehicle is responsible for purchasing fuel.

Driving a Personally Owned Vehicle

If you wish to use a personally owned vehicle to travel to the meeting, the FBI will reimburse the lesser of (a) your actual mileage times the government allowance rate, or (b) the amount of a government-rate airline ticket between the two points of travel.

Also, the FBI will reimburse any toll and parking expenses only if a receipt is submitted for these expenses. A single hotel receipt showing both your lodging and parking expenses may be submitted for reimbursement, i.e., you do not need a separate receipt for the parking expenses.

Rental Cars

All rental car usage must have FBI headquarters pre-approval prior to reimbursement being issued to the attendee. It is recommended that alternative forms of public transportation be utilized.

Shuttle/Taxi Fares

All transportation fares require a receipt for voucher reimbursement. This will ensure that adequate reimbursement may be approved.

Tolls

Receipts for tolls are requested to be submitted for voucher reimbursement.

Excess Baggage Fees

The FBI is unable to reimburse any excess baggage fees charged by the airlines. Please ensure you are aware of any luggage restrictions imposed by the airline you are traveling on regarding the checked bag allowance. **All travelers MUST submit luggage receipts (for each leg of travel), regardless of the cost.**